



# COUNTY OF PLACER CIVIL SERVICE COMMISSION

Monday – November 10, 2014

CIVIL SERVICE COMMISSION  
JOHN COSTA  
RON LE DOUX  
DON NELSON, **Chair**  
ANDRAE RANDOLPH  
RICK WARD, **Vice Chair**

**REVISED MINUTES**  
**4:00 PM Closed Session**  
**4:30 PM Open Session**

Lori Walsh, Personnel Director  
Kellie Craig, Executive Secretary

**Board of Supervisors Chambers**  
**175 Fulweiler Avenue**  
**Auburn, CA 95603**  
**530-889-4060**

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**4:00 PM**

## **ROLL CALL**

Meeting was held at Placer County Board of Supervisors Chambers  
175 Fulweiler Avenue Auburn, CA 95603  
Chair Nelson presiding.  
All Commissioners present.

## **CLOSED SESSION – PURSUANT TO GOVERNMENT CODE**

### **I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS**

- A. Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957.1 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

**4:30 PM**

## **OPEN SESSION**

Commissioner Nelson asked for a moment of silence for the two Sheriff Deputies recently slayed during an act of duty.

## **FLAG SALUTE**

Led by Commissioner Costa

### **I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.1.**

**Chair Nelson** announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Government Code Section: 54957.1 Public Employee Performance Evaluations and selection of Director of Personnel.

**II. AGENDA APPROVAL**

It was moved by **LeDoux** and seconded by **Costa** to approve the agenda.  
Motion Carried Unanimously.

**III. MINUTES OF PREVIOUS MEETING – October 14, 2014**

Chair Nelson approved the minutes as submitted.

**IV. PUBLIC COMMENT – None**

**V. OLD BUSINESS - None**

**VI. NEW BUSINESS**

- A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.

It was moved by **LeDoux** and seconded by **Costa** to approve merit increases for classified employees.

**Motion Carried Unanimously.**

- B. Organizational Evaluation of Human Resources Functions.

1. Presentation by County Executive Officer David Boesch  
Mr. Boesch described the year long process related to an evaluation of human resource functions for the County of Placer. In his presentation, he described the independent consultant report process and the cooperative efforts between the key stakeholders in the County Executive Office and Personnel, including discussion with the Chair and Vice Chair of the Civil Service Commission. The goal of this process is to identify opportunities that may enhance the organizational effectiveness and maximize resources for recruitment and retention of the most qualified employees, ensuring adherence to local, state and/or federal policies, procedures, and regulations, and the administration of human resource programs that provide for effective management and employee related costs. Mr. Boesch closed with thanking the Chair and Vice Chair for the cooperative efforts to date and into the future related to this important organizational review.

**VII. COMMUNICATIONS - Reports to the Commission are informational items only. (No action will be taken)**

- A. Provisional appointment - None

- B. Report of leaves of absence

- C. Staff reports and correspondence

1. Chris Hazen, Personnel Analyst introduced Jonn Melrose, Veterans Service Officer and presented a report on the Personnel Department's Veterans Outreach efforts including participation in the VetNet program.

- D. Commissioner comments

1. Ron LeDoux announced the passing of former Civil Service Commissioner Dorothy “Dottie” Young. A memorial is planned for Saturday, November 22, 2014 @ 190 California Street, Auburn, CA 1:00 p.m.
2. Don Nelson commented on the ongoing meetings with Department Heads including County Counsel, Child Support Services and the Auditor Controller. A workshop for Department Heads and Managers is being discussed on the functions of the Civil Service Commission, the appeal hearing process and other CSC responsibilities.
3. Don Nelson presented commendations to Chief Assistant CEO Holly Heinzen and Senior Administrative Services Officer Jon Harned for all of their hard work during the Personnel Director hiring process.

**ADJOURNMENT @ 5:30 PM**

There being nothing further to come before the Commission, it was moved by **LeDoux** and seconded by **Costa** to adjourn the meeting.  
Motion Carried Unanimously.

The next regular meeting will be on **Monday – December 8, 2014 –** Placer County Child Support Services (Training Room) @ 1000 Sunset Boulevard, Suite 200, Rocklin, CA 95765 with Closed Session commencing @ 3:30 PM.

PLACER COUNTY CIVIL SERVICE COMMISSION

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DON NELSON  
CHAIR

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KELLIE CRAIG  
EXECUTIVE SECRETARY